

Acceptable Use of Digital Assets Policy

Table of Contents

1. Purpose
2. Scope
3. Definitions
4. Policy statement
 - 4.1. Accountability
 - 4.2. Unlawful, unethical, inappropriate or irresponsible activities
 - 4.3. Monitoring of usage
 - 4.4. Email usage
 - 4.5. Collaboration services
 - 4.6. Telephone services
 - 4.7. Personal use of university resources
5. Breach of policy
6. Supporting procedures

1. Purpose

The purpose of this policy is to outline the responsibilities of all Flinders University community members who use the University's digital environment and digital assets, and what the University considers to be acceptable and appropriate use.

2. Scope

This policy applies to all Flinders University community members who have reason to access or use the Flinders' digital environment, or any digital asset owned or controlled by the University.

3. Definitions

Digital asset	Includes any hardware, software, data or information object or digital resource which has an identified, intrinsic value. The value may be in terms of security value, knowledge value, financial value or any other measurement of value as determined by the University.
Digital environment	The complete, integrated digital communication and technology ecosystem that is provided for all Flinders University community members to interact, interconnect and digitally operate.
Email	Message(s) distributed by electronic means from one computer user to one or more recipients via a network as provisioned by the University. These messages can contain text, text and files or files only.
FAN	A Flinders Authentication Name (FAN) is a unique identifier or username that provides access to the Flinders University digital environment.

Flinders University community members	<p>Includes:</p> <ul style="list-style-type: none"> • enrolled Flinders students, including cross-institutional students and students on exchange from another institution • employees and exchange staff • employees of controlled entities, Centres and Institutes, and affiliated clubs and associations • contractors and consultants performing work on University sites or on behalf of the University • visiting academics or persons with academic status • the Council and its committees • any volunteer in the workplace and study environment.
Information asset	<p>A type of digital asset comprised of data or a collection of data that is processed, analysed, interpreted, classified, or communicated in order to serve a useful purpose, present fact or represent knowledge in any medium or form.</p>

4. Policy statement

4.1. Accountability

Flinders University community members are responsible for all activities originating from their University account (e.g., FAN, email address, student number, staff number). Specifically, Flinders University community members must:

- a. not share a FAN password with any other person
- b. report any suspected misuse of the University's digital environment or digital assets to the Information and Digital Services (IDS) division
- c. ensure sensitive information is only shared using secure methods of transmission, and
- d. take precautions to ensure that screens displaying sensitive or critical information are not seen by unauthorised persons in public areas and are locked when unattended.

4.2. Unlawful, unethical, inappropriate or irresponsible activities

Flinders University community members are required to behave in a lawful, ethical, appropriate, and responsible manner. Specifically, they must:

- a. comply with the terms and conditions of any licensed third-party software
- b. not copy, download, store or transmit material that infringes copyright, including music files, movie/video files and/or software
- c. not access any illegal or inappropriate online content or business activity
- d. not access internet sites or transmit material/messages that may jeopardise academic integrity, e.g., commercial contract cheating websites, or plagiarism websites, resources, services or content

- e. not create or transmit material/messages intended to impersonate, offend, vilify, harass, discriminate and/or defame
- f. not use artificial intelligence to conduct or contribute to unlawful activities, academic dishonesty or unauthorised access or use of University systems or resources
- g. not attempt to gain unauthorised access to any University systems or use University resources to gain unauthorised access to other systems, and
- h. not attempt to subvert or bypass any security feature on University systems.
- i. Notwithstanding the provisions outlined in 4.2, Flinders University community members may engage in activities that would otherwise breach this clause if such activities are directly related to their official duties and are reasonably necessary to fulfil their role within the University.

4.3. Monitoring of usage

Flinders University community members are required to be aware that:

- a. all internet and digital information service usage activity is automatically recorded and monitored.
- b. all electronic communications using University email/messaging systems are:
 - i. recorded
 - ii. deemed official University correspondence
 - iii. subject to the Freedom of Information and State Records Acts, and
 - iv. remain the property of the University.

4.4. Email usage

Flinders University community members must:

- a. not open any email attachment or hyperlink that is suspicious or from untrusted or unknown sources
- b. not send junk email (e.g., spam), for-profit messages, chain mail and/or unsolicited commercial emails.
- c. not use a University provided email account as a personal account or for solely personal use.

4.5. Collaboration services

Collaboration services and tools are provided for interactive communication and collaborative exchange of information between Flinders University community members. The use of these services and tools is not preferred for formal/official correspondence. Email and other written forms of correspondence is preferred for such communication.

4.6. Telephone services

Flinders University community members must not make calls to premium telephone numbers or international numbers using University owned or managed equipment unless approved beforehand by a Manager/Supervisor or College/Division Director.

4.7. Personal use of university resources

Flinders University community members must not use University resources for solely personal use. Limited personal use of University resources is permitted provided it does not unreasonably burden University resources or contravene any law or University policy or procedure.

5. Breach of policy

Misuse of the digital environment or digital assets, or any other breach of this policy and supporting procedures, may:

- a. result in immediate removal of access to the digital environment or digital assets, including (but not limited to) the immediate suspension of an individual's FAN
- b. be regarded as misconduct and dealt with under the relevant University processes
- c. result in disciplinary action, including termination of employment, contract, or enrolment.

6. Supporting procedures

Supporting procedures are part of this policy and provide additional detail to give practical effect to the policy principles.

[Freedom of Information](#)

[Copyright Compliance Procedures](#)

[Records Management Policy](#)

Approval Authority	Vice-President (Corporate Services)
Responsible Officer	Chief Information Officer
Approval Date	31 July 2024
Effective Date	31 July 2024
Review Date*	2027
Last amended	
CM file number	CF18/17

* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

Printed versions of this document are not controlled. Please refer to the [Flinders Policy Library](#) for the latest version.